

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/10/2013		2. CONTRACT NO. (If any) EP-W-11-051		8. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher, (202)564-02122	
3. ORDER NO. 0014		4. REQUISITION/REFERENCE NO. PR-OA-13-00044			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, NW Mail Code: (1400)	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
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13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/31/2013		16. DISCOUNT TERMS	
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17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) IGF::CT::IGF CASAC LEAD MEETING SUPPORT FOR EPA'S SCIENCE ADVISORY BOARD MEETING ON FEBRUARY 5-6 2013, IN CARY, NC TOPO: aaron yeow Max Expire Date: 03/31/2013 Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO: a. NAME RTP Finance Center b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive c. CITY Durham d. STATE NC e. ZIP CODE 27711							
SEE BILLING INSTRUCTIONS ON REVERSE						\$22,658.53	17(i) GRAND TOTAL
						\$22,658.53	

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Naomi Jones
TITLE: CONTRACTING/ORDERING OFFICER

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or numbers.

DATE OF ORDER 01/10/2013	CONTRACT NO. EP-W-11-051	ORDER NO. 0014
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 03/05/2013 to 03/06/2013</p> <p>TASK ORDER #0014 CASAC LEAD MEETING SUPPORT FOR EPA'S SCIENCE ADVISORY BOARD MEETING ON FEBRUARY 5-6, 2013 IN CARY, NC.</p> <p>Accounting Info: 13-14-B-11T-ZZZMG5-2584-1311T31002-001 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 DCN - Line ID: 1311T31002-001 Funding Flag: Partial Funded: \$22,658.53</p> <p>The obligated amount of award: \$22,658.53. The total for this award is</p>				22,658.53	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$22,658.53

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 14**

Title: CASAC Lead Panel

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through March 31, 2013

Meeting Location: Cary, NC

Meeting Dates/Time February 5, 2012, 8:30 am – 5:30 pm
February 6, 2012, 8:30 am – 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Aaron Yeow, TOPO, 202-564-2050
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at the **Hilton Garden Inn Raleigh-Cary in Cary, NC**. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 50 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 Microphones
 - Microphone controllers

- 6 Extension Cords/power strips
 - Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 20 panel members and EPA speakers to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the TOPO:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the TOPO at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOPO review of all meeting materials

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in the first day of the meeting. The sign-in sheet will be provided by the TOPO.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting). In addition, the on-site personnel shall type up the names and affiliations of the public that signs in and deliver both the hard copies and electronic copies of those at the end of the meeting to the TOPO.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 1. Review and submit final meeting facilities invoice.
 2. Review and pay the final A/V invoice
 3. Develop the progress report for EPA

4. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

3

2. AMENDMENT/MODIFICATION NO.

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

001

01/14/2013

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

HPOD

HPOD

US Environmental Protection Agency

US Environmental Protection Agency

Ariel Rios Building

Ariel Rios Building

1200 Pennsylvania Avenue, N. W.

1200 Pennsylvania Avenue, N. W.

Mail Code: 3803R

Mail Code: 3803R

Washington DC 20460

Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

(x) 9A. AMENDMENT OF SOLICITATION NO.

ENDYNA INC

9B. DATED (SEE ITEM 11)

1345 LANCIA DRIVE

X 10A. MODIFICATION OF CONTRACT/ORDER NO.

MCLEAN VA 221022203

EP-W-11-051

0014

10B. DATED (SEE ITEM 13)

CODE

(b)(4)

FACILITY CODE

01/10/2013

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
- Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

IGF::CT::IGF

CASAC LEAD MEETING SUPPORT FOR EPA'S SCIENCE ADVISORY BOARD

MEETING ON FEBRUARY 5-6 2013, IN CARY, NC

TOPO: aaron yeow Max Expire Date: 03/31/2013

LIST OF CHANGES:

IGF::CT::IGF

Reason for Modification : Other Administrative Action
to delete the dates reading 03/05./2013 and 03/06/2013
in its entirety and substitute in lieu thereof

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Naomi Jones

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-11-051/C /001PAGE
2OF
3NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period Of Performance End Date changed to: 03/31/2013 Total Amount for this Modification: \$0.00 New Total Amount for this Version: \$0.00 New Total Amount for this Award: \$22,658.53 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 02/05/2013 to 02/06/2013				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID L		PAGE OF PAGES	
				1 2	
2 AMENDMENT/MODIFICATION NO		3 EFFECTIVE DATE		4 REQUISITION/PURCHASE REQ NO	
002		09/16/2014		PR-OA-13-00044	
6 ISSUED BY		CODE		7 ADMINISTERED BY (If other than Item 6)	
HPOD		HPOD			
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460					
8 NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO	
ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203					
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				EP-W-11-051	
				0014	
				10B. DATED (SEE ITEM 13)	
				01/10/2013	
CODE		(b)(4)		FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. ☐ is extended. ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12 ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$1,991.21
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
<input checked="" type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
IGF::CT::IGF

The purpose of this Amendment No. 2, is to deobligate the unexpended funds in the amount of \$1,991.21 and return the funds back to the Science Advisory Board.;

TOPO: aaron yeow Max Expire Date: 03/31/2013

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Total Amount for this Modification: -\$1,991.21

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Naomi Jones	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16C. DATE SIGNED	ELECTRONIC SIGNATURE
(Signature of person authorized to sign)		09/16/2014	

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-1A-051/0014/002PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Award: \$20,667.32 Obligated Amount for this Modification: -\$1,991.21 New Total Obligated Amount for this Award: \$20,667.32 CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from \$22,658.53 to \$20,667.32 Obligated Amount for this modification: -\$1,991.21</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD RRB Amount changed from \$22,658.53 to \$20,667.32 Delivery Date changed from 03/31/2013 to 01/01/1900</p> <p>CHANGES FOR ACCOUNTING CODE: 13-14-B-11T-222MG5-2584-1311T31002-001 Amount changed from \$22,658.53 to \$20,667.32</p> <p>Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 02/05/2013 to 02/06/2013</p>				

ORDER : SUPPLIES OR SERVICES

PAGE OF PAGES

1 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/27/2013		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO:	
3. ORDER NO. 15		4. REQUISITION/REFERENCE NO. PR-OA-13-00062		a. NAME OF CONSIGNEE Alisa Fisher. (202) 564-2122	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Science Advisory Board (1400R) 1200 Pennsylvania Avenue	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR ENDYNA INC					
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 04/15/2013	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Logistical and Administrative Support for EPA's Science Advisory Board TOPO: AFisher Max Expire Date: 04/15/2013 Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$39,664.12
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$39,664.12
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Naomi Jones TITLE: CONTRACTING/ORDERING OFFICER		17(i) GRAND TOTAL

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 3/2012)
Prescribed by GSA/FAR 48 CFR 53.219(f)

ORDER FOR SUPPLIES OR SERVICES
SC SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/27/2013	CONTRACT NO. EP-W-11-051	ORDER NO. 15
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 02/27/2013 to 04/15/2013</p> <p>Chartered Science Advisory Board Meeting, 03/07/2013 to 03/08/2013</p> <p>Chartered Science Advisory Board Meeting, from March 7,2013 to March 8,2013</p> <p>Accounting Info: 13-14-B-11T-ZZZMG5-25C1---1311T31003-0 01 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 25C1 DCN - Line ID: 1311T31003-001 Funding Flag: Complete Funded: \$39,664.12</p> <p>Chartered Science Advisory Board Meeting, 03/07/2013 to 03/08/2013 Logistical and Administrative Support for EPA's Science Advisory Board</p> <p>The obligated amount of award: \$39,664.12. The total for this award is shown in box 17(i).</p>				39,664.12	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$39,664.12

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2009)
Prescribed by GSA FPMR (48 CFR) 53.213(f)

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 15

Title: Chartered Science Advisory Board (SAB) Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the chartered SAB including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through April 15, 2013

Meeting Location: Washington, DC

Administrative Meeting: March 07, 2013, 8:00 am – 10:00 am

Public Meeting Dates/Time March 07, 2013, 10:30 am – 6:00 pm
March 08, 2013, 8:30 am – 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Angela Nugent, TOPO, 202-564-2218
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at **Washington Marriott Hotel in Washington, DC**. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 41 advisory members and approximately 80 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor

- 20 microphones
 - Microphone controllers
 - 10 Extension Cords/power strips
 - Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 41 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the TOPO and/or TOPO:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the TOPO at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOPO review of all meeting materials

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the TOPO in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues.

The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 1. Review and submit final meeting facilities invoice.
 2. Review and pay the final A/V invoice
 3. Develop the progress report for EPA
 4. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/21/2013		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher, (202) 564-2122			
3. ORDER NO. 0016		4. REQUISITION/REFERENCE NO. PR-CA-13-00077					
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS Environmental Protection Agency 1200 Pennsylvania Avenue, NW Mail Code (1400)			
				c. CITY Washington		d. STATE DC	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA			
b. COMPANY NAME				8. TYPE OF ORDER			
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB							12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 05/13/2013	
						16. DISCOUNT TERMS	
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: (b)(4) Logistical and Administrative Support for EPA's Science Advisory Board TOPO: sshallal Max Expire Date: 05/13/2013 Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME RTP Finance Center				\$41,603.86		17(i) GRAND TOTAL	
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive							
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Naomi Jones TITLE: CONTRACTING/ORDERING OFFICER			

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 OPTIONAL FORM 347 (Rev. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.213(f)

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

AEDL CONTINUATION

2

IMPORT ANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
03/21/2013

CONTRACT NO.

EP-W-11-051

ORDER NO.

0016

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 03/21/2013 to 05/13/2013</p> <p>The Science Advisory Board (CAAC) meeting, 04/2/2013 to 04/03/2013</p> <p>Accounting Info: 13-14-B-11T-ZZZMG5-25C1-1311T31004-001 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 25C1 DCN - Line ID: 1311T31004-001 Funding Flag: Complete Funded: \$41,603.86 Logistical and Administrative Support for EPA's Science Advisory Board</p> <p>The obligated amount of award: \$41,603.86. The total for this award is shown in box 17(i).</p>				41,603.86	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$41,603.86	

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OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 16

Title: Chemical Assessment Advisory Committee Meeting (CAAC)

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the CAAC including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through May 13, 2013

Meeting Location: Washington, DC

Public Meeting Dates/Time April 2, 2013, 8:30 am – 5:00 pm
April 3, 2013, 8:30 am – 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Sue Shallal, TOPO, 202-564-2057
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at **Washington Marriott in Washington, DC**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 45 advisory members and approximately 80 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 22 microphones
 - Microphone controllers
 - 10 Extension Cords/power strips

- Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 45 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the TOPO and/or TOPO:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the TOPO at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: TOPO review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the TOPO in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 1. Review and submit final meeting facilities invoice.
 2. Review and pay the final A/V invoice.
 3. Develop the progress report for EPA.
 4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 09/15/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (if applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (if other than item 6) CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0016 10B. DATED (SEE ITEM 13) 03/21/2013	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

Net Decrease:

-\$39,531.22

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

IGF::CT::IGF

The purpose of this Amendment No. 1, is to deobligate the unexpended funds in the amount of \$39,531.22 and return the

funds back to the Science Advisory Board.

TOPO: sshallal Max Expire Date: 05/13/2013

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Total Amount for this Modification: -\$39,531.22

New Total Amount for this Version: \$2,072.64

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Naqmi Jones	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16C. DATE SIGNED 09/15/2014	ELECTRONIC SIGNATURE

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-05. 016/001

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Award: \$2,072.64 Obligated Amount for this Modification: -\$39,531.22 New Total Obligated Amount for this Award: \$2,072.64 Government Furnished Property - Contracts* changed to : N/A CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from \$41,603.86 to \$2,072.64 Obligated Amount for this modification: -\$39,531.22</p> <p>CHANGES FOR ACCOUNTING CODE: 13-14-B-11T-ZZZMG5-25C1-1311T31004-001 Amount changed from \$41,603.86 to \$2,072.64 Percent changed from 100 to 0</p> <p>Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Logistical and Administrative Support for EPA's Science Advisory Board</p>				

ORDER SUPPLIES OR SERVICES

PAGE OF PAGES

1 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/18/2013		2. CONTRACT NO. (if any) EP-W-11-051		6. SHIP TO:				
3. ORDER NO. 0017		4. REQUISITION/REFERENCE NO. PR-OA-13-00084		a. NAME OF CONSIGNEE Alisa Fisher (202)564-2122				
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1300 Pennsylvania Ave. NW		c. CITY Washington		
				d. STATE DC		e. ZIP CODE 20460		
7. TO:				f. SHIP VIA				
a. NAME OF CONTRACTOR ENDYNA INC				8. TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 1345 LANCIA DRIVE				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY MCLEAN		e. STATE VA		f. ZIP CODE 221022203				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD				
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB						12. F.O.B. POINT Destination		
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/10/2013		
						16. DISCOUNT TERMS		
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Logistic and administrative support for the Hydraulic Fracturing meeting. TOPO: ECHANLON Max Expire Date: 06/10/2013 Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont. pages)
		21. MAIL INVOICE TO:						
a. NAME		RTP Finance Center				\$36,259.85		
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						17(i) GRAND TOTAL
c. CITY		Durham		d. STATE	NC	e. ZIP CODE	27711	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Naomi Jones TITLE: CONTRACTING/ORDERING OFFICER				

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Prescribed by GSA/FAR 48 CFR 53.213(f)

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
04/18/2013	EP-W-11-051	0017

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 04/18/2013 to 06/10/2013</p> <p>Logistic and administrative support for the Hydraulic Fracturing meeting.</p> <p>Accounting Info: 13-14-B-11T-ZZZMG5-25C1---1311T31006-0 01 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 25C1 DCN - Line ID: 1311T31006-001 Funding Flag: Complete Funded: \$36,259.85</p> <p>Logistic and administrative support for the Hydraulic Fracturing meeting.</p> <p>The obligated amount of award: \$36,259.85. The total for this award is shown in box 17(i).</p>				36,259.85	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$36,259.85	

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 17

Title: SAB Hydraulic Fracturing Research Advisory Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the SAB Hydraulic Fracturing Research Advisory Panel including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through June 10, 2013

Meeting Location: Arlington, VA

Administrative Meeting: May 07, 2013, 7:30 am – 9:15 am

Public Meeting Dates/Time May 07, 2013, 9:30 am – 6:00 pm
May 08, 2013, 8:00 am – 6:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Edward Hanlon, TOPO, 202-564-2134
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at **The Westin Arlington Gateway in Arlington, VA.** The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 35 advisory members and approximately 150 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor

- 18 microphones
 - Microphone controllers
 - 9 Extension Cords/power strips
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
 - Equipment to provide a non-interactive webcast that will be broadcast on the internet. The contractor should provide two cameras facing diagonally outwards from the projection screen towards the panel, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor should also include information on how to connect to the webcast so that the public can view the meeting. This information would be provided on the SAB website at <http://www.epa.gov/sab> in advance of the meeting.
3. The contractor shall procure wireless internet access for 35 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the TOPO and/or TOPO:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the TOPO at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: TOPO review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the TOPO in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 1. Review and submit final meeting facilities invoice.
 2. Review and pay the final A/V invoice.

3. Develop the progress report for EPA.
4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

ORDER SUPPLIES OR SERVICES

PAGE OF PAGES
1 10

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/05/2013		2. CONTRACT NO. (If any) EP-W-11-051		8. SHIP TO: b. NAME OF CONSIGNEE Alisa Fisher (202) 564-2122	
3. ORDER NO. 18		4. REQUISITION/REFERENCE NO. PR-OA-13-00105			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, NW Mail Code 1400	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				B. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 07/30/2013
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Logistic and administrative support for the Environmental Justice Technical Review Panel Meeting. TOPO: SShallal Max Expire Date: 07/30/2013 Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$16,595.06
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$16,595.06
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME (Typed) Naomi Jones TITLE: CONTRACTING/ORDERING OFFICER
---	--

SCK FILE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
06/05/2013CONTRACT NO.
EP-W-11-051ORDER NO.
18

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 06/05/2013 to 07/30/2013</p> <p>Provide logistic and admin support for the Environmental Justice Technical Guidance Review Panel Meeting</p> <p>Accounting Info: 13-14-B-11T-ZZZMG5-2505---1311T31010-0 01 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1311T31010-001 Funding Flag: Complete Funded: \$16,595.06</p> <p>Environmental Justice Technical Guidance Review Panel Meeting</p> <p>The obligated amount of award: \$16,595.06. The total for this award is shown in box 17(i).</p>				16,595.06	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$16,595.06	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLEOPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 53.213(f)

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 18**

Title: Environmental Justice Technical Guidance Review Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the SAB Environmental Justice Technical Guidance Review Panel Meeting including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through July 30, 2013

Meeting Location: Washington, DC

Public Meeting Dates/Time June 19, 2013, 9:00 am – 5:00 pm
June 20, 2013, 9:00 am – 4:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Sue Shallal, COR, 202-564-2057
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at the **Potomac Yards South Building in Alexandria, VA**. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 22 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 microphones
 - Microphone controllers

- 5 Extension Cords/power strips
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 22 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness.

Quality Assurance: COR review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making

sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.

3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues.

The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Review and submit final meeting facilities invoice.
2. Review and pay the final A/V invoice.
3. Develop the progress report for EPA.
4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
001		06/17/2013		PR-OA-13-00116	
6. ISSUED BY		CODE		5. PROJECT NO. (If applicable)	
HPOD		HPOD			
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				7. ADMINISTERED BY (If other than Item 6)	
				CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203					
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				EP-W-11-051	
				18	
				10B. DATED (SEE ITEM 13)	
				06/05/2013	
CODE		(b)(4)		FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 9 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$300.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	Mutual Agreement by both parties

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
 Logistic and administrative support for the Environmental Justice Technical Review Panel Meeting.
 TOPO: SShallal Max Expire Date: 07/30/2013
 Delivery: 07/30/2013
 Delivery Location Code: HPOD RRB
 HPOD RRB
 US Environmental Protection Agency
 USEPA Ronald Reagan Building (RRB)
 1300 Pennsylvania Avenue NW
 Washington dc 20004 USA
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Naomi Jones	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	6/17/13

CONTINUATION SHEET	REFERENCE NO. OF I	MENT BEING CONTINUED	PAGE	OF
	EP-W-11-051/10/001		2	3

NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 06/05/2013 to 07/30/2013				

AMENDMENT OF SOLICITATION/MODIFICATION C. CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1 3

2. AMENDMENT/MODIFICATION NO.

002

3. EFFECTIVE DATE

06/18/2013

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (if applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (if other than Item 6)

CODE

HPOD

US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R
Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

ENDYNA INC
1345 LANCIA DRIVE
MCLEAN VA 221022203

(x)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x

10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-11-051

18

10B. DATED (SEE ITEM 13)

06/05/2013

CODE (b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement by both parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Logistic and administrative support for the Environmental
Justice Technical Review Panel Meeting.

TOPO: SShallal Max Expire Date: 07/30/2013

The purpose of this Amendment No. 2, is to insert the
accounting information for the increase of \$300.00

shown on Admenment No. 1 which is to secure the reservations for June 19-20, 2013 at the
Potomac Yard Conference Room S1204/6 from 8am - 6pm for the Science Advisory Board Meeting
in accordance with Task Order No. 18

ACCOUNTING: BFY: 13 EFY:14 Fund: B Budget Org: 11T

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Naomi Jones

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-89)
Prescribed by GSA
FAR (48 CFR) 53.243

6/19/13

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-11-051/16 02PAGE OF
2 3NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Program (PRC): ZZZMG5 Budget (BOC) : 2504 DCN - Line ID: 1311T31012-001 FOB: Destination Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 06/05/2013 to 07/30/2013				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

3

2. AMENDMENT/MODIFICATION NO.

003

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (if applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (if other than Item 6)

CODE

HPOD

US Environmental Protection Agency

Ariel Rios Building

1200 Pennsylvania Avenue, N. W.

Mail Code: 3803R

Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

ENDYNA INC

1345 LANCIA DRIVE

MCLEAN VA 221022203

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO
EP-W-11-051

18

10B DATED (SEE ITEM 13)

06/05/2013

CODE

(b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

Net Decrease:

-\$300.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

X

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
FAR 52.243-3 Changes

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

Logistic and administrative support for the Environmental

Justice Technical Review Panel Meeting.

TOPO: SShallal Max Expire Date: 07/30/2013

LIST OF CHANGES:

Reason for Modification : Funding Only Action

The purpose of this modification is to de-obligate \$300 associated with facility charges that were unnecessarily included in this order. The new total price of this task order is \$16,595.06

CHANGES FOR LINE ITEM NUMBER: 1

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

Smita Siddhanti, President

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Christine Edwards

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

25 July 2013

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

7/31/2013

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA

FAR (48 CFR) 53.243

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-11-051/18/003	PAGE OF 2 3
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NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Total Amount changed from \$16,895.06 to \$16,595.06 Obligated Amount for this modification: -\$300.00</p> <p>CHANGES FOR ACCOUNTING CODE: 13-14-B-11T-ZZZMG5-2504---1311T31012-001 Amount changed from \$300.00 to \$0.00 Delivery: 07/30/2013 Delivery Location Code: HPOD RRB HPOD RRB US Environmental Protection Agency USEPA Ronald Reagan Building (RRB) 1300 Pennsylvania Avenue NW Washington dc 20004 USA</p> <p>Period of Performance: 06/05/2013 to 07/30/2013</p>				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/02/2014		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Jeffrey Bigler	
3. ORDER NO. 0020		4. REQUISITION/REFERENCE NO. PR-OW-13-00714			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue, NW MC: 4305T	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input checked="" type="checkbox"/> h. EDWOSB				12. F.O.B. POINT	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: Jeff Bigler Max Expire Date: 08/31/2014 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO: a. NAME RTP Finance Center						
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						17(i) GRAND TOTAL
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$328,128.18	

22. UNITED STATES OF
AMERICA BY (Signature)

23. NAME (Typed)
Christine Edwards
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
01/02/2014

CONTRACT NO.
EP-W-11-051

ORDER NO.
0020

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 01/02/2014 to 08/31/2014 2014 National Forum on Contaminants in Fish Accounting Info: 13-14-B-28E-201B42-2505---1328CES050-0 01 BFY: 13 EFY: 14 Fund: B Budget Org: 28E Program (PRC): 201B42 Budget (BOC): 2505 DCN - Line ID: 1328CES050-001 Funding Flag: Complete Funded: \$300,000.00					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 20

TITLE: 2014 National Forum on Contaminants in Fish

PERIOD OF PERFORMANCE: Date of award through August 31, 2014

Meeting Location: Alexandria, VA

Meeting Date: May/June 2014 (3-day meeting)

EPA Contacts: Jeff Bigler, Task Order COR, 202-566-0389,
bigler.jeff@epa.gov
Alisa Fisher, PO, 202-564-2122
Naomi Jones, CO, 202-564-4512

Background: Since 1990, the EPA has sponsored the National Forum on Contaminants in Fish. The Forum brings together health professionals concerned with assessing and managing risks and benefits of fish consumption.

Scope of Work: This task order covers the support for development and management of the 2014 National Forum on Contaminants in Fish

The contractor will be responsible for supporting the EPA in planning, conducting, and reporting on the meeting. Support includes arranging for meeting space and audio visual equipment; clerical preparation of breakout and conference agendas; providing advance information to attendees; registration support; preparation of visual aids; identification, confirmation, and provision of logistical support for speakers and technical experts; and evaluation of results and preparation of proceedings and other documents as required by the following tasks.

Tasks:

Task 1: The contractor shall coordinate a steering committee for the 2014 National Forum on Contaminants in Fish. The task order COR serves as Chairman of the steering committee. The Steering Committee is responsible for assisting with developing the agenda, identifying dates and location for the Forum, and identifying invitees, speakers and moderators. The contractor shall, in consultation with the task order COR, develop and finalize the agenda, select the final location (within Old Town, Alexandria, VA) and dates for holding the Forum, and select (see task 2 below) experts, speakers and moderators. The 2014 Forum will occur during the May/June 2014 time frame. Steering Committee conference calls will begin no later two weeks following task

order initiation. The calls are to be organized and managed by the contractor, will occur on a regular basis, and as needed, but at a minimum of bi-weekly for the entire period of performance of this task order. The contractor will provide the task order COR with written summaries for each call.

Task 2: The Forum includes the direct participation and involvement by State, Commonwealth, Territorial and Tribal Advisory Program Managers to serve as contributing experts in representing procedures and policies adopted by their respective governments. For this task, the contractor shall identify and arrange travel for the subject experts from each U.S. State, Tribes, Commonwealth and Territory issuing fish consumption advisories. Reasonable and customary travel expenses will be paid for all state (one per state, commonwealth and territory, not to exceed 55) and tribal advisory program managers (tribes with advisories – approximately 6) and invited speakers and moderators (except for any federal employees) (not to exceed 30) who directly contribute to the purpose of this task order. Based on contracting requirements, the contractor shall arrange limited subcontracting agreements for all contributing advisory program managers (e.g., see <http://fishadvisoryonline.epa.gov/Contacts.aspx>) and invited speakers/moderators to cover travel-related expenses.

Task 3: The contractor shall arrange for hotel facilities to accommodate meeting space and sleeping rooms for up to 250 people for a period of three days and up to four nights. The exact location and schedule for the Forum will be developed as part of Task 1. A final determination will be made by the task order COR after input from the contractor and Forum Steering Committee. The hotel will be located in reasonably close proximity to the metro system and meeting rooms to allow for minimal transportation costs of participants to and from the hotel, meeting rooms, and the airport.

The contractor shall provide appropriate meeting space and audio-visual equipment, including but not limited to overhead, slide, video, and PowerPoint projections. The contractor will be required to provide audio-visual support throughout the conference. The plenary meeting space needs to accommodate up to 250 people in a classroom-style set up. Up to 6 breakout rooms in classroom-style to accommodate up to 25 people each may also be required. A room shall be provided for speaker preparation with appropriate audio visual equipment. A meeting room for the Forum Steering Committee will also be made available throughout the conference for seating up to 12 individuals (room to be located in an area of the hotel facility separate from the Forum meeting locations).

Task 4: The contractor shall provide a customer friendly website for pre-registration and to provide information such as agenda, hotel information, and other logistical information useful to attendees. Pre-registration information collected by the contractor shall include names, addresses, phone numbers, professional affiliation, and email addresses.

The contractor will provide advance information to pre-registered attendees, including the agenda and any other reasonable information related to the Forum as directed by the task order COR.

The contractor shall provide on-site registration support. This will include providing name badges, a hardback binder with the conference date, title and EPA Logo, pad of paper, pen, agenda, all abstracts provided by scheduled speakers and poster presenters, and other handouts as directed by the task order COR. A printed registration list will also be provided (on-site only). The contractor shall work with the Forum speakers to ensure all presentations are developed in the appropriate format and provided to the contractor in a timely manner so as to ensure all presentations are ready for presentation at the Forum.

Task 5: The contractor shall make arrangements for a poster session to be held in conjunction with the Forum. The contractor shall ensure an adequate number (up to 80) of poster boards are available to support the poster session. Poster presenters will be responsible for setting up their own posters. The poster session will be set up on the afternoon of the first full day of the conference and run until 10:00 pm of the second day of the conference. If requested by the task order COR, the contractor shall provide audio-visual support for posters such as a monitor and DVD player. The steering committee will determine the topics/subjects covered by the posters.

Task 6: The contractor shall prepare a proceedings document of the Forum. Prior to the beginning of the preparation of the Proceedings Document, the contractor shall develop an outline for the document and get approval of the outline from the task order COR. The Proceedings Document will include all presentations as well as a summary of each presentation, significant discussions, and questions and answers that occur during the Forum. The Proceeding Document will include information on all plenary sessions and breakout sessions, and all presentations will be included. The contractor shall provide an opportunity for the task order COR to review and comment on a draft document prior to development of a final draft. The contractor shall provide the task order COR with mailing labels for all Forum attendees for proceedings distribution by EPA. [NOTE: Any deliverables developed at any time in this Task Order must be provided in an electronic/software format that is supported by EPA].

Task 7: The contractor shall develop an advertising campaign for the Forum, which includes the development of a simple forum logo. Notices will be developed by the contractor and submitted to various journals, listserves, facebook, twitter, appropriate organizations and other venues for distribution.

Task 8: The contractor shall develop an evaluation questionnaire that provides input to the task order COR on the conduct of the Forum. The contractor shall distribute the questionnaire near the end of the Forum and collect the questionnaires. The contractor shall organize and compile the questionnaire data and to be included in a report. The report will also summarize the responses.

Deliverables/Schedule:

The contractor shall use Microsoft Office and Adobe Acrobat software for developing any and all electronic copies of deliverables associated with this Task Order. The following is a general

timetable for deliverables:

Task 1: Develop and hold first meeting of steering committee
Due Date: No later than 2 weeks following task order initiation

Task 3: Finalize Site and Date Selection
Due Date: October 15, 2014

Task 4: Turn-on Forum Website
Due Date: November 1, 2014

Task 4: Begin Distributing Information to Pre-Registrants
Due Date: February 1, 2014

Task 6a: Draft outline
Due Date: 2 weeks following last day of the forum

Task 6b: Draft Proceedings Document for EPA Review
Due Date: 10 weeks following last day of Forum

Task 6c: Final Proceedings Document
Due Date: 2 weeks after receipt of EPA comments

Task 7: Provide public information about Forum and Poster Session Opportunities
Due Date: November 1, 2014

Task 8a: Develop Questionnaire
Due Date: 30 days prior to forum

Task 8b: Submit Questionnaire Report
Due Date: 30 days after forum

Reporting Requirements: In addition to the above reporting requirements, the contractor shall provide the task order COR with 10-15 minute weekly telephone updates regarding progress of the task order.

Resource Requirements: This task order requires the services of 2 qualified experts in the area of developing and implementing local fish consumption advisories; and one qualified expert in developing and managing national level technical conferences

Contractor Identification: Contractor personnel shall clearly identify corporate affiliation at the start of any meeting. While attending EPA-sponsored meetings, conferences, symposia, etc. or while on a Government site, Contractor personnel shall wear a badge which identifies the

individual as a contractor employee. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia, etc.

Travel: Any travel chargeable to this task order shall be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA Project Officer prior to travel taking place.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 02/12/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0020 10B. DATED (SEE ITEM 13) 01/02/2014	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a) Supplemental Agreement
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Jeff Bigler Max Expire Date: 08/31/2014

The purpose of this modification is to extend the period of performance to November 30, 2014 due to a change in the scheduled date of the meeting. The meeting has been rescheduled to September 2014.

Period of Performance End Date changed from 2014-08-31 to 2014-11-30

Delivery Location Code: HPOD


HPOD

US Environmental Protection Agency

Ariel Rios Building

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Christine Edwards	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16C. DATE SIGNED 07/01/2014	16B. SIGNATURE 

NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA Period of Performance: 01/02/2014 to 11/30/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0020 10B. DATED (SEE ITEM 13) 01/02/2014	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a) Supplemental Agreement
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Jeff Bigler Max Expire Date: 08/31/2014

The purpose of this modification is to accept the changes and additional costs in the amended proposal dated May 30, 2014. These changes were based on revisions to the original statement of work.

Total Amount for this Modification: \$10,983.61

Revised Price for this task order: \$339,111.79

Delivery Location Code: HPOD

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Christine Edwards	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16C. DATE SIGNED 07/01/2014	16B. SIGNATURE ELECTRONIC SIGNATURE

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0020/002

PAGE OF

2

3

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Period of Performance: 01/02/2014 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
003		See Block 16C		PR-OW-14-00451			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD							
US Environmental Protection Agency							
Ariel Rios Building							
1200 Pennsylvania Avenue, N. W.							
Mail Code: 3803R							
Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
ENDYNA INC							
1345 LANCIA DRIVE				9B. DATED (SEE ITEM 11)			
MCLEAN VA 221022203							
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-11-051			
				0020			
				10B. DATED (SEE ITEM 13)			
				01/02/2014			
CODE		(b)(4)		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$36,155.00	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Funding						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: (b)(4)							
TOPO: Jeff Bigler Max Expire Date: 08/31/2014							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Obligated Amount for this Modification: \$36,155.00							
New Total Obligated Amount for this Award: \$336,155.00							
Incremental Funded Amount changed: from \$300,000.00 to \$336,155.00							
CHANGES FOR LINE ITEM NUMBER: 1							
Obligated Amount for this modification: \$36,155.00							
Incremental Funded Amount changed from \$300,000.00 to \$336,155.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Christine Edwards			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED		16B. ELECTRONIC SIGNATURE	
(Signature of person authorized to sign)				12/04/2014			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0020/003

PAGE OF

2

3

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-28E-201B42-2505-1428CES049-001 Amount: \$36,155.00 Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Period of Performance: 01/02/2014 to 11/30/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE		7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203				(x)		9A. AMENDMENT OF SOLICITATION NO.
						9B. DATED (SEE ITEM 11)
				x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0020
						10B. DATED (SEE ITEM 13) 01/02/2014
CODE (b)(4)		FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$16,997.93
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Funding

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
TOCOR: Jeff Bigler Max Expire Date: 08/31/2014
LIST OF CHANGES:
Reason for Modification : Funding Only Action
Obligated Amount for this Modification: -\$16,997.93
New Total Obligated Amount for this Award: \$319,157.07

CHANGES FOR LINE ITEM NUMBER: 1
Obligated Amount for this modification: -\$16,997.93
Incremental Funded Amount changed from \$336,155.00 to \$319,157.07

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Christine Edwards	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA ELECTRONIC SIGNATURE (Signature of Contracting Officer)	16C. DATE SIGNED 08/14/2015

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0020/004

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	CHANGES FOR ACCOUNTING CODE: 14-15-B-28E-201B42-2505-1428CES049-001 Amount changed from \$36,155.00 to \$19,157.07 Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA Period of Performance: 01/02/2014 to 11/30/2014				